FilmL.A., Inc.
6255 W Sunset Blvd, 12th Floor
Hollywood, CA 90028
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

Summary Information

Permit No: F00139764-A **Type of Permit:** FILMING **Release Date:** 07/16/2018

Production Company AMERICAN FILM INSTITUTE

Insured Company Name AMERICAN FILM INSTITUTE
Contact Phone No. 1 323-856-7600
Contact Phone No. 2
Fax 323-467-4578
Address 2021 N WESTERN AVE
LOS ANGELES, California 90027

Production Title MUSCLE MEMORY

Type of Production Student

Producer Bryson Pintard

Director Carley Usdin

1st AD Alexandra Kirsch

Production Manager Joe Toronto

FilmL.A. Coordinator Sarah Neubauer

Location Manager Joe Toronto
Primary Phone Mobile - (201) 406-6628
Secondary Phone

Location Assistant Joe Toronto
Primary Phone Mobile - (201) 406-6628
Secondary Phone

Fees

LA CITY DEPT OF REC AND PARKS PARK MONITOR FEE	$342.00
LA CITY DEPT OF REC AND PARKS MONITOR REPORTING FEE	$76.00

Total Permit Fee $418.00

Number of Locations 1

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Summary Information — Location

Permit Number	F00139764-A	**Location Manager**	Joe Toronto
Production Company	AMERICAN FILM INSTITUTE	Primary Phone	Mobile - (201) 406-6628
Insured Company	AMERICAN FILM INSTITUTE	Secondary Phone	
Production Title	MUSCLE MEMORY		

Location Address 6300 Balboa Blvd, Los Angeles, CA, 91316

Location Name ANTHONY C. BEILENSON PARK/LAKE BALBOA PARK

Location Type Park

Film Dates 7/17/2018 - 7/17/2018 10:00 - 19:00 1 day

Open or Closed to the Public Open

Generic Conditions
All vehicles must be parked on private property
Must comply with attached Rec & Park Conditions
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
No interference with merchant activity.
No interference with vehicular or pedestrian traffic
No Parking in handicap spaces at anytime.

Please see attached documents
61392 LAKE BALBOA GUIDELINES.pdf
Intro Letter_USDIN.pdf
Intro Letter_USDIN.pdf

Equipment on Location

Type	Quantity
Cube Trucks	1
Fire Extinguisher (2A10BC Minimum Rating)	2
Vans	2

Personnel on Location

Type	Quantity
Cast	9
Crew	25

Filming Activities Equipment on sand; Exterior Dialogue; Exterior establishing shots; Exterior motion without sound; Handheld equipment; PARK RES 61392;

Jurisdiction **Political:** Los Angeles City - Council District 06 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

Thomas Guide **Page:** 531 **Grid:** D7

Approvals LOS ANGELES CITY DEPARTMENT OF REC & PARKS - Christina Castillo

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Summary Information — Location

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Production Title	MUSCLE MEMORY		

FILM OFFICE
LOS ANGELES CITY POLICE DEPARTMENT — Melissa Hernandez

Coordinator Note PARK MONITOR REQUIRED

Parking

Base Camp 14845 Burbank Blvd, Sherman Oaks, CA, 91411
Location Type :
Other Location

Crew Parking 14845 Burbank Blvd, Sherman Oaks, CA, 91411
Location Type :
Other Location

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PARK FILM OFFICE
City of Los Angeles, Department of Recreation and Parks
4730 Crystal Springs Drive, (Mail Stop 664)
Los Angeles, California 90027
Telephone: (323) 644-6220 Fax: (213) 847-6056

Film Production Guidelines

Welcome to the City of Los Angeles, Department of Recreation and Parks (Department). In our partnership to protect the environmental integrity of our parks the Park Film Office is providing guidelines to ensure a safe and successful film shoot. Please review and provide copies of these guidelines to the appropriate responsible persons. Thank you for the continuous use of our parkland.

- **OK TO FILM AT LAKE BALBOA ON 7/17/18. (see plot map)**
- **OK TO PARK ONE 4 TON TRUCK IN PARKING LOT. (see plot map)**
- **OK TO USE SWAN PEDAL BOAT PER SHEENA AT WHEEL FUN RENTALS CORPORATE OFFICE. STUDENTS RESPONSIBLE FOR HOURLY RENTAL FEES.**
- **PEDAL BOATS CAN BE USED FROM 9 AM TO 1 HOUR BEFORE SUNSET.**
- **OK TO HAVE CAMERA, MONITOR, SOUND CART, AND PELICAN CASE.**
- **OK TO HAVE PUTT PUTT GENERATOR.**
- **Generators must be kept on concrete/plywood base. Keep away from trees/brush.**
- **Use of City utilities (water and electricity) is $75 per use, per day and the company will be invoiced by the Park Film Office.**
- **Vehicles and/or heavy equipment are not allowed on turf areas unless prior approval is given by the Park Film Office.**
- **Production companies must provide their own restroom and trash receptacles. The City dumpsters and trash cans cannot be used so all self-generated trash has to be removed and disposed of off-site.**
- **Nudity is prohibited and not allowed in any Recreation and Parks facility.**
- **No simulated sex allowed on Park property.**
- **Film permits do not provide exclusive use of a park or recreation area.**
- **Service roads, parking lot driveway access, handicap or electric vehicle designated parking stalls may not be blocked or restricted. Emergency vehicle access lanes must be maintained in parking lots and park streets at all times.**
- **A 20 Foot unobstructed lane must be maintained between parked vehicles/trailers in all parking lots and Recreation and Parks roadways for emergency vehicle access.**
- **Due to underground plastic irrigation lines and trees having shallow root systems, staking and or drilling into turf, rocks, trees or asphalted areas is not permissible unless prior approval is given by the Park Film Office. This approval will be noted in the permitted guidelines.**
- **Locked park gates can only be accessed by a Park Film Office Monitor. Security of open gates must be provided by the permitted company. Any equipment that is permitted to stay overnight must be guarded by the permitted company's security group.**

NOT A PERMIT

- **Alterations to natural or manmade surroundings or content of the park are not permissible unless documented in these specific guidelines. The permit holder is financially responsible for all remediation should there be any damage or unauthorized alteration to Department property. The remediation and cost of will be determined by the Park Film Office.**
- **A Park Film Office Monitor(s) may be assigned to the permitted location. Their job is to ensure guidelines are followed, liaison between park patrons, other City employees and a communication link between Permitee and the Park Film Office for any additional needs or authorizations. When the Park Film Office is closed the Park Film Monitor has the authority and responsibility to modify these guidelines within the parameters given to them by their supervisor. The Park Film Monitor has access 24/7 to contact their supervisors if needed. The Permitee will be required to adhere to the instructions, restrictions and requests given by the Park Film Monitor.**
- **Smoking is prohibited on all Department properties. An exception has been made for permitted film production companies to smoke in areas that are designated by the Fire Safety Officer or Park Film Monitor. If a Fire Safety Officer or Park Film Monitor is not assigned to the Permitee there will be no smoking with the exception of an actor smoking while performing or as part of the scene.**
- **A designated smoking area may not be near any patron activity or facility. Large buckets of sand or water must be placed in this area for disposal of tobacco or tobacco related products. The designated smoking area may be revoked or not allowed depending on weather and location conditions. Failure to comply with the smoking restrictions may result in a fine.**

F-139764-A
AMERICAN FILM INSTITUTE – MUSCLE MEMORY
LAKE BALBOA

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April 12, 2018

RE: Carly Usdin – MUSCLE MEMORY

TO WHOM IT MAY CONCERN:

This is to introduce Carly Usdin who is participating as a member of the AFI Directing Workshop for Women (DWW) to direct a narrative project, MUSCLE MEMORY. Carly will be a participant in the DWW until May 1, 2019.

AFI, a national institute providing leadership in screen education and the recognition and celebration of excellence in the art of film, television and digital media, established the Directing Workshop for Women in 1974. The Workshop is designed to provide talented women who have established themselves within film, television and theatre with the opportunity to direct narrative projects. Since its inception, such talented women as Lesli Linka Glatter, Jennifer Getzinger, Randa Haines, and Maya Angelou have directed Workshop projects.

The DWW is supported by private contributions and grants. Contributions of goods and services are critical to the success of Workshop projects.

AFI holds the copyright to and provides insurance for this not-for-profit videotape production of the institute. Any cooperation and assistance you can provide this filmmaker is greatly appreciated. Should you desire any further information, please don't hesitate to contact our office at (323) 856-7722. Many thanks for your consideration of this request.

Sincerely,

Lauren Ludwig
Director, Directing Workshop for Women
AFI Conservatory

Please Note: No individual may incur expense in the name of AFI. Any financial arrangements must be made directly with that individual.

AFI is tax exempt under section 501 (c) (3) of the Internal Revenue Code of 1954.

AFI's Federal Identification Number is 52-6072925.

American Film Institute
2021 North Western Avenue
Los Angeles, CA 90027
323.856.7600 Phone
323.467.4578 Fax

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